Vehicle Licence Application Form

# Town Police Clauses Act 1847

## Local Government (Miscellaneous Provisions) Act 1976

Please ensure you have completed the application in full and have all the correct documents before handing the application in. Failure to do so will result in a delay in processing the application.

Once this application has been accepted and processed, the applicant will be notified that the licence and plate is available for collection from the Cambourne offices where payment can be made. This will normally be processed within 3 – 5 working days.

Please note that provided all paperwork is in order you may re-license your vehicle up to **one calendar month before the licence expiry date.**

Vehicles presented for renewal after the licence expiry date will be treated as a new application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Please indicate the type of application you are making | | | | | | |
| 1.1 | Hackney Carriage |  | | Private Hire | | |  |
| 1.2 | New |  | Renewal | | |  | If **renewal**, go to part 1.3  If **new**, go to part 2 |
| 1.3 | Driver Licence Number |  | | | Expiry Date | | / / |
| 1.4 | Vehicle Licence Number |  | | | Expiry Date | | / / |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. | | Proprietor Details | | | | | | | | | | | | | | | | | | | | |
| If driver and proprietor are the same, please complete section 2 | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | | Title | Mr |  | | | Mrs | | | | |  | | | Miss | |  | | Other | | |  |
| 2.2 | First Name(s) | |  | | | | | | | | | | | | | | | | | | | |
| 2.3 | Surname(s) | |  | | | | | | | | | | | | | | | | | | | |
| 2.4 | Previous/Other known names | |  | | | | | | | | | | | | | | | | | | | |
| 2.5 | Address | |  | | | | | | | | | | | | | | | | | | | |
| 2.6 | Telephone Number | |  | | | | | | | | | | | | | | | | | | | |
| 2.7 | Email Address | |  | | | | | | | | | | | | | | | | | | | |
| 2.8 | Disclosure and Barring Service  (DBS) | | Enhanced Certificate (Drivers) | | | | | |  | | | | | Basic Certificate (Non driver proprietors) | | | | | | |  | |
| Certificate Number | | | | | |  | | | | | | | | | | | | | |
| 2.9 | Have you ever had a vehicle licence refused, revoked or suspended by south Cambridgeshire District Council or any other local authority?  If yes, please fill in the table. | | Yes | |  | | | No | | |  | | | | | If **no**, go to part 2.10 | | | | | | |
| Name of Council | | | Date | | | | Refused | | | Revoked | | | | | Suspended | | Reason why | | |
|  | | |  | | | |  | | |  | | | | |  | |  | | |
| Continue on separate sheet if necessary | | | | | | | | | | | | | | | | | | | | | | |
| 2.10 | | Convictions  (All convictions must be shown, motoring or otherwise, whatever the result including any cases where disqualification has expired. By virtue of the Rehabilitation of Offenders Act 1974, s75 2002 amendment all convictions or cautions as defined in the categories below must be included.)   1. Offences of Dishonesty 2. Offences of Violence (including sexual violence) 3. Motoring Offences 4. Offences involving substance abuse (both drinks and drugs) 5. Offences involving obscene materials 6. Offences involving consensual but under age sex | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.11 | Have you ever been convicted or cautioned by any Court for any offence? | Yes |  | No | |  | If **no**, go to part 3 | |
| 2.12 | Date of conviction/endorsement | Nature of summons/charge | | | Court | | | Penalty |
|  |  | | |  | | |  |
| Continue onto separate sheet if necessary | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. | Driver Details | | | | | | | | |
| Only complete section 3 if driver and proprietor are different. | | | | | | | | | |
| 3.1 | Title | Mr |  | Mrs |  | Miss |  | Other |  |
| 3.2 | First Name(s) |  | | | | | | | |
| 3.3 | Surname(s) |  | | | | | | | |
| 3.4 | Previous/other known names |  | | | | | | | |
| 3.5 | Address |  | | | | | | | |
| 3.6 | Telephone number |  | | | | | | | |
| 3.7 | Email address |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.8 | Disclosure and Barring Service (DBS) | Enhanced Certificate |  | Certificate Number | |  | | |
| 3.9 | Have you ever had a Vehicle licence refused revoked or suspended by South Cambridgeshire District Council or any other local authority?  If Yes, please fill in the table. | Yes |  | No |  | | If **no**, go to part 3.20 | |
| Name of Council | Date | Refused | Revoked | | Suspended | Reason Why |
|  |  |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3.10 | Convictions  (All convictions must be shown, motoring or otherwise, whatever the result including any cases where disqualification has expired. By virtue of the Rehabilitation of Offenders Act 1974, s75 2002 amendment, all convictions or cautions as defined in the categories below must be included)   1. Offences of Dishonesty 2. Offences of Violence (including sexual violence) 3. Motoring Offences 4. Offences involving substance abuse (both drinks and drugs) 5. Offences involving obscene materials 6. Offences involving consensual but under age sex | | | | | |
| 3.11 | Have you ever been convicted or cautioned by any Court for any offence? | Yes |  | No |  | If **no**, go to part 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.12 | Date of conviction/ caution/endorsement | Nature of Summons/Charge | Court | Penalty |
|  |  |  |  |
| Continue onto separate sheet if necessary | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. | Vehicle Information | | | | | | | | | | | | | | | | |
| 4.1 | Registration Number |  | | | | | | | | | | | | | | | |
| 4.2 | Make/Model |  | | | | | | | | | | | | | | | |
| 4.3 | Colour |  | | | | | | | | | | | | | | | |
| 4.4 | Date First Registered | / / | | | | | | | | | | | | | | | |
| 4.5 | Engine Capacity |  | | | | | | | | | | | | | | | |
| 4.6 | Fuel Type | Petrol | |  | | | Diesel | | |  | | | Hybrid | |  | | |
| 4.7 | Number of passengers |  | | | | | | | | | | | | | | | |
| 4.8 | Body Type | MPV |  | | Saloon | | |  | Estate | |  | | | Hatchback | | |  |
| 4.9 | Number of doors (excluding rear tailgate) |  | | | | | | | | | | | | | | | |
| 4.10 | Disabled Facilities | None |  | | | Disabled access | | |  | | | Wheelchair | | | |  | |
| 4.11 | Date of issue of current MOT and COC Certificate | MOT | / / | | | | | | | | | | | | | | |
| COC | / / | | | | | | | | | | | | | | |
| All vehicles over one year of age from first registration will be required to obtain a Certificate of Compliance (COC) and MOT prior to licensing. Both the MOT and COC must be done by the same garage and be no more than one calendar month old at the time of application. Documents submitted for Renewal must be less than one calendar month old before current licence expiry. | | | | | | | | | | | | | | | | | |
| 4.12 | Current Insurer |  | | | | | | | | | | | | | | | |
| 4.13 | Start Date of  Insurance | / / | | | | | | | | | | | | | | | |
| 4.14 | End Date of  Insurance | / / | | | | | | | | | | | | | | | |
| **Important**: If your current insurance expires prior to the start date of the licence, your licence will  not be renewed until a current original certificate has been seen and verified by South Cambridgeshire District Council. | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.15 | Type of Insurance held for this vehicle | Public Hire | Private Hire | | Fully Comprehensive | Third Party Fire & Theft | | Other (please state) | | |
|  |  | |  |  | |  | | |
| 4.16 | Do you intend to  use this vehicle  primarily for pre-booked work  **outside** this  district? | Yes  (Please explain) | |  | | | No | |  |

|  |  |  |
| --- | --- | --- |
| 5. | Operator Details | |
| 5.1 | Name of Operating Company |  |
| 5.2 | Operator Signature |  |

|  |  |  |
| --- | --- | --- |
| 6. | Checklist | |
| Please return the following items along with this completed application form. Any missing items  may cause a delay in processing your application as all items are mandatory. | | |
| 6.1 | Original Basic DBS Certificate  (Non-Driver applicants only) |  |
| 6.2 | Original Right to Work documents  (e.g. passport, birth certificate, etc) |  |
| 6.3 | MOT Certificate |  |
| 6.4 | Certificate of Compliance |  |
| 6.5 | Insurance Certificate |  |
| 6.6 | VQ5  (if you can only submit the VQ5’s green slip, then we require proof of ownership/payment as well) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7. | | Declaration | | | |
| I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge  and belief.  I declare that to the best of my knowledge and belief, the statements made herein are true and correct, and I give my permission for you to check the information I have given with third parties  as described.  I realise that if, for the purpose of obtaining a Hackney Carriage or Private Hire Licence for this vehicle, I make any false statement or omit any material particulars, I shall be liable for prosecution.  I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid  If I cease to be entitled to live and work in the UK.  It is an offence, knowingly or recklessly, to make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false  statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence  under section 24B of the Immigration Act 1971 to work illegally.  I hereby apply to South Cambridgeshire District Council for the following licences to operate in  the South Cambridgeshire District. I have read and understood the Council’s standard conditions applicable to such licences and the Council’s Byelaws.  In order to ascertain to the satisfaction of the Authority that the applicants are fit to hold a licence  we may get information about you from certain third parties, or give information to them to check  the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include other Local Authorities and Government departments. | | | | | |
| Driver Print Name | |  | Date |  |
| Driver Signature  (Signing this box indicates you have read and understood the above declaration) | |  |
| Proprietor Print Name | |  |
| Proprietor Signature  (Signing this box indicates you have read and understood the above declaration) | |  |
| This application must be signed by the owner for which the licence is sought, or where the vehicle is in joint ownership, by one of the owners. In the case of limited companies or other legal entity, the secretary or manager or authorised agent must sign the application on their behalf. | | | | |

The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019

The Regulations above require all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.

South Cambridgeshire District Council must provide information to the Secretary of State in accordance with this regulation. The information to be provided is, in relation to every relevant vehicle in respect of which a licence is granted under one of the licensing provisions:- the vehicle registration mark of the vehicle; the date from which the licence has effect; the date on which the licence is due to expire; a statement as to whether the vehicle is a taxi or a private hire vehicle; such other information the licensing authority holds in relation to the vehicle that may be relevant for the purposes of ensuring the accurate identification of vehicles, having had regard to any guidance issued by the Secretary of State. The licensing authority must provide the information at least as frequently as once a week.

Data will be retained for a period of seven years, for revenue purposes. Aggregated data may be retained for historic scientific analysis. In line with the GDPR, Defra will be the Data Controller with responsibility to determine the purpose for which and the manner in which, any personal data are, or are to be processed. It is not intended that any data will be transferred out of the United Kingdom.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. | Internal Use Only | | | | | | | | | |
| 8.1 | DBS Certificate |  | | | | | | | | |
| 8.2 | MOT |  | | | | | | | | |
| 8.3 | COC |  | | | | | | | | |
| 8.4 | RDS Issued |  | | | | | | | | |
| 8.5 | Operator signed |  | | | | | | | | |
| 8.6 | Proof of right to work |  | | | | | | | | |
| 8.7 | Lalpac Reference |  | | | | | | | | |
| 8.8 | M3 Reference |  | | | | | | | | |
| 8.9 | Date Received |  | | | | | | | | |
| 8.10 | Licence Issued |  |  |  | Application returned | | |  |  |  |
| 8.11 | Officer Signature |  | | | | Date | / / | | | |